

I0060

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OFFICE OF THE MISSISSIPPI SECRETARY OF STATE
P.O. BOX 136, JACKSON, MS 39205-0136 (601) 359-1333
Instructions for Foreign Business Trust

Our forms have been designed to be scanned by computer equipment. There are several simple rules to follow in completing this form to ensure that the form, when completed, can be processed correctly.

1. The areas marked (1) (the computer barcode area and the right margin) are reserved areas. Make no marks or notations in these areas.

2. The form contains alignment marks (⇒) for your typewriter. The alignment marks are in the left margin of the form on each line indicated by (2). Align your typewriter to print an upper case X directly on this '⇒' symbol. Then normal typing, spacing, and line indexing will automatically position your typewriter within the typeable areas on the form. Please use a new black ribbon when completing the form.

3. Typeable areas, which are the Boxes (like the box indicated by (3)), are the only places where you should be making any marks.

With the exception of areas reserved for signatures, all information provided should be typewritten in these boxes or printed in black ink. Signatures should always be completely contained within the boundaries of the box set aside for the signature.

4. If the information is correctly entered onto the form, it should look like the text entered at (4).
5. Where a choice needs to be indicated, please make your selection by entering an upper case 'X' in the box to the left of the selection you want to make.
6. Enter numeric information **without commas**. Three thousand, for example, should be entered as '3000' not '3, 000'.
7. All dates **must** be entered in the MM/DD/YYYY format, that is, using the 4-digit year. For example, January 4th, 1997 should be entered as '1/4/1997'. Although not required, leading zero in the month and day is acceptable (like '01/04/1997').
8. In order to ensure mail is deliverable; do not combine post office box numbers and Street Address in one box. Please enter the actual physical street location in the box labeled Physical Address, and/or post office box numbers in the boxes labeled P.O. Box. Where necessary, use directional indicators (like '123 Main St'). It is not necessary to enter the text 'PO BOX' when specifying a PO. Box. Our system will supply this text automatically.
9. States must be entered as the two characters approved US Post Office state code. For example, Mississippi should be entered as 'MS' without periods, not 'Miss.', or using other abbreviations.
10. Boxes set aside for ZIP codes contain enough space to enter both five digit and four digit ZIP code values, separated by a dash. Please ensure the five digits ZIP is entered to the **left** of the dash, and the four-digit zip is to the **right** of the dash.
11. The following rules apply to the data entry areas on the form.

Name of Foreign Business Trust - Enter the Business Trust name, up to 60 characters per line for a maximum of two lines. Name may contain the words, "company, association, club, foundation, fund, institute, society, union, syndicate, limited, trust: or abbreviations of like import.

State or Country of Organization - Indicate the state or country where the foreign business trust is organized.

Date of Declaration of Trust - Enter the date of declaration of trust.

Period of Duration - Enter the number of years of duration.

Principal Office Address - Enter the business trust address. Do not exceed 45 characters per address line, 20 characters for city, 2 characters for state and 9 digits for zip code.

The diagram shows a sample form titled "F0001 - Page 1 of 2" with a barcode. It includes the header "OFFICE OF THE MISSISSIPPI SECRETARY OF STATE" and "P.O. BOX 136, JACKSON, MS 39205-0136 (601) 359-1333". The form is titled "Articles of Incorporation" and contains the text: "The undersigned, pursuant to Section 79-4-2.02 (if a profit corporation) or Section 79-11-137 (if a nonprofit corporation) of the Mississippi Code of 1972, hereby execute the following document and not further". Below this, there are two sections: "1. Type of Corporation" and "2. Name of the Corporation". In the "1. Type of Corporation" section, there are two boxes: "Profit" and "Nonprofit". In the "2. Name of the Corporation" section, there is a large box labeled "Sample Text Entry On Form". Numbered callouts point to specific areas: (1) points to the top right corner; (2) points to the left margin alignment mark; (3) points to the "Nonprofit" box; and (4) points to the "Sample Text Entry On Form" box.

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Name and Address of Registered Agent - The name and street address of the Registered Agent. Limit the name of the agent to 40. Do not exceed 45 characters per address line, 20 characters for city, 2 character for state and 9 digits for zip code. The registered agent must be an individual who resides in Mississippi; a domestic corporation, domestic not-for-profit Corporation, a foreign corporation or a foreign not-for-profit corporation authorized to do business in the State of Mississippi.

Purpose - Enter purposes for which the foreign business trust proposes to pursue in the transaction of business in this state.

Trustee - Enter the name, title and business address of each trustee. Limit the name to 40 characters. Do not exceed 45 characters per address line, 20 characters for city, 2 characters for state and 9 digits for zip code.

Shares of Beneficial Interest - Enter the aggregate number of beneficial interest authorized to issue and the unit value in dollars to be received for the issuance of such shares.

Keep all signatures within the blocks allocated for them.

This document must be signed by at least one trustee,

Enclose original Certificate of Existence (or document of similar import) with this application. There is no time limitation for the date of the Certificate of Existence.

Enclose the \$250 filing fee, payable to the Secretary of State with this document.

Thank you for your assistance. Please call us at the above number if there are any questions.